



**Blessed To Bless Incorporated**  
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### Intern Position

Position: Administrative Support to Public Officer

Location: St Ives Home/Office

Hours: Negotiable

Tenure: Negotiable

Blessed to Bless Inc. (B2B) is non-denominational, Christian, Not-for-Profit organisation based in St Ives, in the North of Sydney. The mission of the organisation is to educate children in Zambia. Blessed to Bless Inc. currently runs a growing primary school in Chingola, a large town in the Copperbelt Province of Zambia, with a sponsored student base of 90 students and 5 staff. In addition a sponsorship program for approximately 125 high school students, 11 tertiary students and 5 staff in the city of Kitwe, (an hour's drive from Chingola), is co-ordinated from the St Ives office. All the administrative work of B2B is conducted by volunteers, hence the funds raised are almost entirely committed to the education projects, with the exception of some administrative and fundraising costs and fees associated with bank transfers etc.

An Internship is currently being offered to a suitable candidate to work with the Public Officer of Blessed to Bless Inc. in an administrative support capacity. The role would suit a range of age groups and could be a starting point for a Christian working or studying Ministry with at least one day a week available to commit to supporting the work of Blessed to Bless in Zambia, or could suit a mother with school aged children or a retired person.

The successful candidate would have had experience in using the Microsoft Suite, in particular Word and Excel and competent use of mailmerge would be considered favourable. Opportunity also exists to utilise your skills in desktop publishing using Microsoft Publisher or Corel Draw, and skills in other publishing programs would be considered.

Tasks would include preparation of receipts, correspondence, profile cards about the sponsored children, fundraising flyers, filing and other tasks as required by the Public Officer.

The successful candidate would be a self-starter, but with willingness to undergo training in the processes used by Blessed to Bless. In addition initiative-taking and an independent working ability would be appreciated.

This role is fluid and may grow to include other opportunities for the candidate, including but not limited to participation in short-term visits to the Zambian projects.

The candidate must demonstrate regular attendance and participation in Church life and will be expected to develop a sympathetic attitude to the work of B2B.

#### How to apply

Please send your resume with a cover letter to the Public Officer at Blessed to Bless (blessedtoblessaustralia@gmail.com) identifying your experience and qualifications.